

Montana Comprehensive Cancer Control Evaluation Plan 2006 – 2011



MONTANA
CANCER CONTROL
COALITION

Working together...



Evaluation Plan 2006-2011

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Introduction

Comprehensive Cancer Control is defined by the Centers for Disease Control and Prevention as "a collaborative process through which a community pools resources to reduce the burden of cancer that results in risk reduction, early detection, better treatment, and enhanced survivorship". Comprehensive Cancer Control is achieved through a broad partnership of public and private sector stakeholders whose common mission is to reduce the overall burden of cancer. The Montana Cancer Control Coalition (MTCCC) represents a broad spectrum of partners, including cancer survivors, caregivers, medical professionals, hospital administrators, legislators, and representatives of nonprofits, the Department of Public Health and Human Services (DPHHS), private and public organizations, and other health advocates, sharing their knowledge, experience and expertise to reduce the burden of cancer in our state. The MTCCC has worked together to develop Montana's Comprehensive Cancer Control (CCC) Plan.

The CCC Plan is a participatory model which supports and guides comprehensive cancer control through statewide and community participation of those touched by cancer. It will evolve and change as circumstances in Montana call for creative responses to emerging issues. The mission established by the CCC Plan is threefold: (1) to reduce cancer incidence, morbidity and mortality in Montana through a collaborative partnership of private and public individuals and organizations; (2) to develop, implement, promote and advocate for a statewide, coordinated and integrated approach to control cancer for all Montanans; and (3) to ensure quality of life through prevention, early detection, treatment, research, rehabilitation and palliation.

Several of the guiding principles of the CCC Plan focus on ideals which foster evaluation. Those principles are that the CCC Plan is data driven, evidence based and outcome oriented. The MTCCC Evaluation Committee is a standing committee of the MTCCC. It was formed by coalition members who are engaged in the process of evaluation. They bring a broad variety of skills to direct the evaluation process, to develop tools for assessment and to oversee the analysis of implementation of the CCC Plan. Evaluation is defined by Scriven as "a systematic investigation of the worth, merit or value of something." The work of the Evaluation Committee will be an ongoing assessment to determine the worth, merit and value of key aspects of the MTCCC and the CCC Plan. The Evaluation Plan will focus on measurement of the achievements of the MTCCC, the impact and effectiveness of the ongoing cancer control activities, and tracking intermediate- and long-term outcomes including cancer incidence and mortality.

Evaluation Methodology

The Evaluation Committee members are actively engaged in assessing the processes and activities of the Montana Cancer Control Coalition. Evaluation is ongoing, time critical and responsive as the committee examines the impact implementation activities are having on the achievement of objectives and goals established by the CCC Plan. When goals are met, new ones are developed as members move forward toward the achievement of short-, intermediate-, and long-term outcomes. This Evaluation Plan is a fluid one, adjusting to accommodate the changing environment of cancer control in Montana while it responds to the needs of the MTCCC and stakeholders.

The Montana Comprehensive Cancer Control Program (MCCCP) is the foundation for all activities; the MTCCC is the driving force for cancer control in Montana, and the CCC Plan is the guide to keep energies focused. The Evaluation committee will gather data to assess the “Evaluation Components”, which are the constructs for evaluation. Data is gathered, analyzed and utilized to determine changes and improvement within each component. Most of the evaluation tools will be collecting data continuously and the evaluation components will be analyzed or summarized annually. The quarter in which components are summarized depends upon their nature and scope (Appendix 1). Certain processes need to develop over time, so would require a less frequent assessment while others move quickly and need a more rapid evaluation cycle. The type of evaluation performed will also differ, depending upon the evaluation component. At times, the processes will be assessed and changes made based on the evaluation results. In other instances, outcomes will be assessed for success with changes made or new outcomes established. Lastly, the impact of evaluation components on the overall CCC Plan will be closely assessed to help the MTCCC move forward in its work proactively.

The Evaluation Committee has oversight of all activities which support the evaluation process. It uses tools established in conjunction with the Standing Committees, Implementation Teams and Support Expertise Workgroups. These tools may change over time, in response to the needs of the CCC Plan. Fundamentally, all tools are used to objectively measure and clearly gather data to support activities and drive improvement of processes.

The timeline included as Appendix 1 to this document shows the annual breakdown, by quarters, of when each Evaluation Component will be analyzed. Data from the previous calendar year or the most current sources will be gathered, analyzed and compiled from multiple on-going evaluation tools and then reported at the next appropriate time to the MTCCC leadership or membership. Additional data will be gathered from a biennial Member Survey and will be used as a data source for evaluation components as indicated in the timeline.

Executive Summary

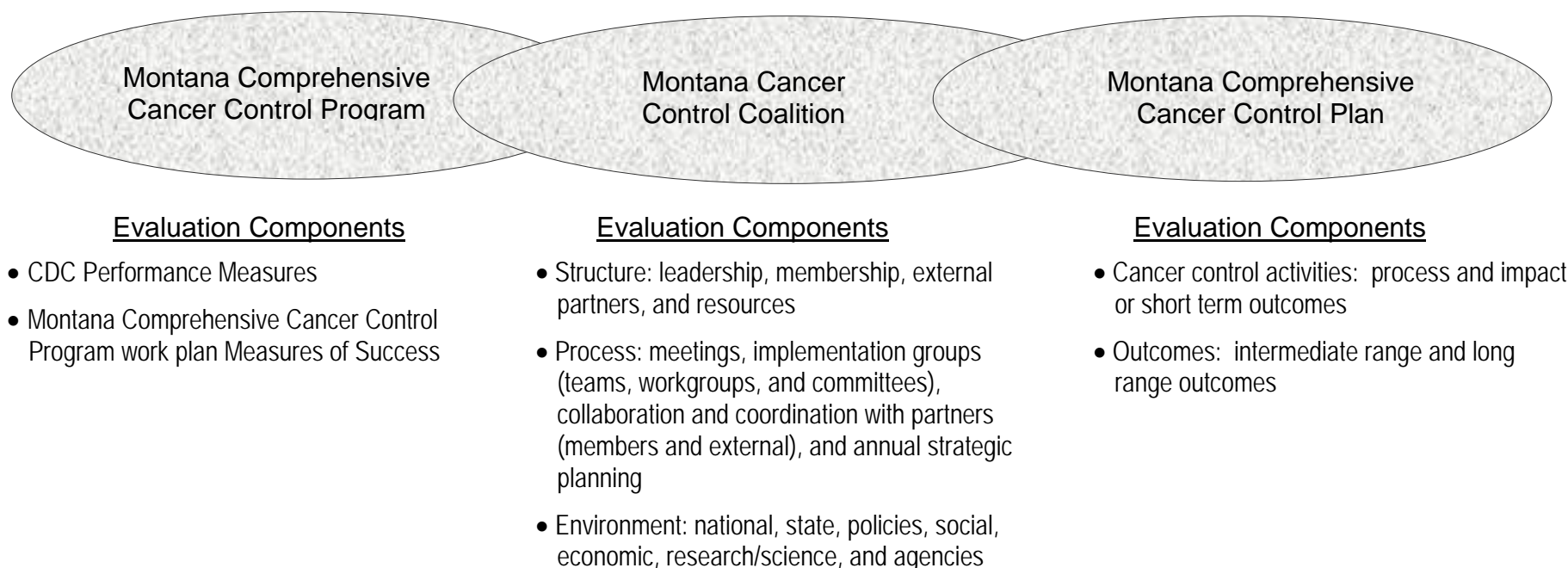
The Evaluation Framework was created to describe the Evaluation Plan for the Montana Cancer Control Coalition from 2006-2011. This five-year plan has three interconnected elements with separate but overlapping responsibilities which support each other as illustrated below. Each portion of the Framework will be described within this Evaluation Plan and include the “Evaluation Components” that the Evaluation Committee and the Montana Comprehensive Cancer Control Program will be reviewing to determine progress, achievements and outcomes of the Montana Comprehensive Cancer Control Program, the Montana Cancer Control Coalition and the Montana Comprehensive Cancer Control Plan.

MTCCC Evaluation Framework

Implementation 2006 – 2011

The Evaluation Plan for implementation will be a five-year plan with three interconnected elements:

1. Montana Comprehensive Cancer Control Program (MCCCP)
2. Montana Cancer Control Coalition (MTCCC)
3. Montana Comprehensive Cancer Control Plan (CCC Plan)



Evaluation Reports appropriate to the audience will be generated periodically for the CDC, MTCCC (Steering committee, stakeholders and Implementation Groups), decision makers, universal interest and others.

Montana Comprehensive Cancer Control Program

The Centers for Disease Control and Prevention (CDC) provides funding to Comprehensive Cancer Control (CCC) Programs. As the funding agency, CDC has an interest in program performance. Funded programs must conduct evaluation activities to assess performance and report to CDC. The CDC evaluates CCC funded programs on performance measures and ability to spend funds. Evaluation components include the Spend Rate (percent of budget actually expended during budget period), CDC Program Announcement specified performance measures, and CCC program developed measures of success. CCC funded programs produce specific reports for the CDC based on the evaluation requirements: Interim Progress Report, Year End Progress Report, and Financial Status Report.

The Montana Comprehensive Cancer Control Program (MCCCP) provides basic infrastructure (funding, staff support, etc.) to the Montana Cancer Control Coalition (MTCCC) and is a partner of the coalition. The MCCCP, with input from the MTCCC Steering Committee, writes an annual work plan. The work plan includes Measures of Success developed by the program to measure effectiveness. These measures demonstrate specific and observable changes that reflect progress the program is making toward achieving specified goals and objectives.

Evaluation Components	Methods / Tools
Based on CDC Requirements	
• The program spends the funds as stated in their application	Financial Status Report
• The program meets the stated goals and activities in the stated time period	Interim Progress Report Year end Progress Report Program Work Plan

Montana Cancer Control Coalition

The Montana Cancer Control Coalition (MTCCC) is a diverse group of individuals and organizations working together to reduce cancer incidence, morbidity and mortality for all Montanans. The initiative spans statewide and is a coordinated and integrated approach to controlling cancer and ensuring quality of life and survivorship. The MTCCC members support implementation of the Montana Comprehensive Cancer Control (CCC) Plan through their participation on committees, activities in workgroups and collaboration on implementation teams. Support and resources from external agencies is critical to the MTCCC success in implementation of the CCC Plan and as such is included in evaluation planning. The Evaluation Plan will engage in ongoing assessment of the structure and processes of the MTCCC, in addition to environmental implications that impact the work of coalition members. The methods and tools used will help the MTCCC to review evaluation components, define the use of evaluation results and identify challenges, which will lead to recommendations for change. The Evaluation Committee will analyze data and oversee analysis. Recommendations will be brought to the Steering Committee for discussion before final implementation or action.

Evaluation Components	Methods / Tools
Structure	
MTCCC organization <ul style="list-style-type: none"> • Infrastructure • Bylaws • Policies and Procedures 	Agenda-Action Plans Bylaws' Amendments Evolution Suggestion Routing Form Group Work Plans Member Survey Organizational Chart amendments Policy and Procedure manual
Leadership <ul style="list-style-type: none"> • MTCCC Co-Chairs • Administrative Board • Steering committee • Group Chairs and Managers 	Agenda-Action Plans Group Work Plans Leadership Retreat & Strategic planning participation Member Survey Observation Priority Strategy list
Membership and Partnership <ul style="list-style-type: none"> • Diversity • Participation/satisfaction • Vision • Member roles • Recruitment • Synergy and networking (Internal partnerships) • External partnerships (outside the MTCCC member organizations) 	Agenda-Action Plans Member Survey MTCCC Attendance spreadsheet MTCCC meeting evaluations MTCCC Organization and Gaps spreadsheet Observation

Evaluation Components	Methods / Tools
Resources for CCC Plan implementation <ul style="list-style-type: none"> • Human • Organizational • In-kind • Direct funding • Partnerships 	Group Work Plans In-kind tracking MCCCP budget and work plan Member Survey MTCCC Organization and Gaps spreadsheet Secretary -Treasurer report
Process	
Support for the MTCCC <ul style="list-style-type: none"> • Meetings • Staff • Communication (Internal) • Annual Strategic Planning • Technical assistance • Education needs • Network/synergy 	Agenda-Action Plans Evolution Suggestion Routing Form Listserv use MCCCP budget and work plan Member survey MTCCC Attendance spreadsheet MTCCC Meeting Evaluations Strategic Plan
MTCCC activities <ul style="list-style-type: none"> • CCC Plan and documents distribution • CCC promotion • Communication & education on CCC statewide (External) • Implementation Groups • Setting implementation priorities • Evaluation • Coordination, collaboration and integration of cancer control statewide throughout the cancer control continuum 	Agenda-Action Plans Communications Plan Evaluation reports Evolution Suggestion Routing Form Groups Work Plans Media tracking MTCCC Organization and Gaps spreadsheet MTCCC Promotion Tracking spreadsheet Observation
Environment	
Monitoring outside influences and evolving in response <ul style="list-style-type: none"> • the newest science and research • national healthcare trends • current national and state political environment and available opportunities • communities' (geographical, professional, political, ethnic) receptivity to the activities of MTCCC • social and economic changes • Evidence-based implementation 	Agenda-Action Plans Evolution Suggestion Routing Form Group Work Plans Media tracking Member survey State and National Policy changes Track cancer related bills and resolutions Medical Consultant reports

Montana Comprehensive Cancer Control Plan

The evaluation of the Montana Comprehensive Cancer Control (CCC) Plan involves assessing the efforts of the Standing Committees, the Implementation Teams and the Support Expertise Workgroups to implement CCC Plan strategies to achieve associated objectives and goals and serves to strengthen their work. This is accomplished through assessment of implementation activities as well as thoughtful interaction with implementation groups as priorities are set and cancer control activities are established at the group level. The evaluation of the CCC Plan is fluid as the development and implementation of activities changes in response to the needs of Montana communities and the overall expansion of the CCC Plan. The CCC Plan objectives are measurable with the data source and desired outcome indicated were possible. Outcome measures are established to identify the successes and the challenges to the attainment of goals.

Evaluation Components	Methods/ Tools
Cancer Control Activities	
Implementation of the CCC Plan <ul style="list-style-type: none"> • Strategy prioritization • Cancer control activities for the prioritized CCC Plan strategies • Statewide and across the cancer control continuum • The accomplishments, short-term outcomes and impacts of the MTCCC 	Agenda-Action Plans Evolution Suggestion Routing Form Group Work Plans Observation Priority Strategy list
Outcomes	
Progress in cancer control outcomes <ul style="list-style-type: none"> • Progress made toward CCC objectives (intermediate outcome indicators) and objectives met • Long-term outcome indicators (incidence and mortality) show movement in the desired direction 	CCC Plan Objective's data sources Montana Central Tumor Registry and Vital Statistics trends

Summary

The Evaluation Framework for the Montana Cancer Control Coalition has three distinctive yet complementary elements. The Montana Comprehensive Cancer Control Program (MCCCP) will be assessed by the Program Manager. Performance measures, as outlined by the CDC, and measures of success, as outlined by the Program Manager, are the main components of this evaluation. The CDC will receive an annual progress report, and the MTCCC, including the Steering Committee, will also receive regular updates on the success of the MCCCP.

The Evaluation Committee will be overseeing the assessment of the Montana Cancer Control Coalition structure and process for its internal audience, which is comprised of its leadership and membership. The role and participation of partner members and the extent of available resources will also be analyzed as they support the success of MTCCC implementation of the CCC Plan. Trends in the national, state, and local cancer control environment will be tracked. A brief Progress at a Glance report will be included in the annual Executive Summary distributed to leadership, membership and public audiences such as community members, organizations outside the MTCCC, legislators, and decision-makers. Quarterly reports on selected Evaluation components and an Evaluation Summary Annual Report will be presented to the Steering committee. Other Evaluation reports will be generated as considered necessary.

The Montana Comprehensive Cancer Control Plan will be assessed for the success of implemented CCC Plan strategies. All activities constituting implementation of plan strategies will be evaluated with respect to process, impact, or short-term outcomes with oversight and summary by the Evaluation Committee. In addition, trends in the data related to the intermediate- and long-term outcomes of the CCC Plan Objectives and Goals will be reviewed annually. The Evaluation Committee is responsible for oversight of all analysis of CCC Plan related cancer control activities and intermediate- and long-term outcomes. Evaluation results will demonstrate effectiveness in all areas of the CCC Plan, identify challenges, answer questions that emerge, and clearly illustrate the strengths and weaknesses of the activities as they develop.

Evaluation reports will be provided to the Steering committee and membership on a regular basis. External agencies and partners will receive timely updates as is appropriate to the communication of CCC Plan activities. The MTCCC Evaluation Plan is a living document designed to adapt and accommodate the movement of cancer control activities, as assessment supports the implementation of all aspects of the MTCCC's work. The Evaluation Plan serves as a guide to keep activities focused on the MTCCC goals, objectives and outcomes.

Appendix 1: Evaluation Timeline

Annual Timeline	Evaluation Components	Methods / Tools (recent calendar year or most current data)
First Quarter (Jan, Feb, Mar)	Progress in cancer control outcomes <ul style="list-style-type: none"> Progress made toward CCC objectives (intermediate outcome indicators) and objectives met Long-term outcome indicators (incidence and mortality) 	CCC Plan Objective's data sources MCTR and Vital Statistics trends
Second Quarter (Apr, May, Jun)	MTCCC Process: MTCCC activities <ul style="list-style-type: none"> CCC Plan and documents distribution CCC promotion Communication & education on CCC statewide (External) Implementation Groups Setting implementation priorities Evaluation Coordination, collaboration and integration of cancer control statewide throughout the cancer control continuum 	Agenda-Action Plans Communications Plan Evolution Suggestion Routing Form Groups Work Plans Media tracking MTCCC Organization and Gaps spreadsheet MTCCC Promotion Tracking spreadsheet Observation Evaluation reports
	Cancer Control Activities: Implementation of the CCC Plan <ul style="list-style-type: none"> Strategy prioritization Cancer control activities for the prioritized CCC Plan strategies Statewide and across the cancer control continuum The accomplishments, short-term outcomes and impacts of the MTCCC 	Agenda-Action Plans Evolution Suggestion Routing Form Group Work Plans Observation Priority Strategy list
	Annual Member Report Progress at a Glance report for the annual Executive Summary (general audience)	Evaluation Summary Annual Report Strategic Plan 2 nd Quarter Evaluation report
Third Quarter (Jul, Aug, Sep)	MTCCC Structure: MTCCC organization <ul style="list-style-type: none"> Infrastructure Bylaws Policies and Procedures 	Agenda-Action Plans Bylaws' Amendments Evolution Suggestion Routing Form Group Work Plans Member Survey (biennial) Organizational Chart amendments Policy and Procedure manual

	<p>MTCCC Environment: Monitoring outside influences and evolving in response</p> <ul style="list-style-type: none"> • the newest science and research • national healthcare trends • current national and state political environment and available opportunities • communities' (geographical, professional, political, ethnic) receptivity to the activities of MTCCC • social and economic changes • Evidence-based implementation 	<p>Agenda-Action Plans Evolution Suggestion Routing Form Group Work Plans Media tracking Member survey (biennial) State and National Policy changes Track cancer related bills and resolutions Medical Consultant reports</p>
	All Evaluation Components – Evaluation Summary Annual Report and Recommendations	<p>Quarterly Evaluation reports Other Evaluation reports</p>
Fourth Quarter (Oct, Nov, Dec)	<p>MTCCC Structure: Resources for CCC Plan implementation</p> <ul style="list-style-type: none"> • Human • Organizational • In-kind • Direct funding • Partnerships 	<p>Group Work Plans In-kind tracking MCCCP budget and work plan Member Survey (biennial) MTCCC Organization and Gaps spreadsheet Secretary -Treasurer report</p>
	<p>MTCCC Structure: Membership and Partnership</p> <ul style="list-style-type: none"> • Diversity • Participation/satisfaction • Vision • Member roles • Recruitment • Synergy and networking (Internal partnerships) • External partnerships (outside the MTCCC membership) 	<p>Agenda-Action Plans Member Survey (biennial) MTCCC Attendance spreadsheet MTCCC meeting evaluations MTCCC Organization and Gaps spreadsheet Observation</p>
	<p>MTCCC Process: Support for the MTCCC</p> <ul style="list-style-type: none"> • Meetings • Staff • Communication (Internal) • Annual Strategic Planning • Technical assistance • Education needs • Network/synergy 	<p>Agenda-Action Plans Evolution Suggestion Routing Form Listserv use MCCCP budget and work plan Member survey (biennial) MTCCC Attendance spreadsheet MTCCC Meeting Evaluations Strategic Plan</p>